

Government of NCT of Delhi
Department of Information Technology
9th Level, B-wing, Delhi Secretariat, New Delhi 110002

No. F10(135)/2009/IT Part file/5401-80

Dated 29/08/2024

Circular

It has been observed during several meetings of Technical Evaluation Committee (TEC) convened for discussing the proposals of various departments of GNCTD that the representatives of concerned department do not have sufficient knowledge of their projects and do not possess relevant documents to answer on the spot queries of the committee members. This delays the decision making process of the TEC.

All the Departments of GNCT of Delhi are hence requested to ensure the following:

- i. The proposal should have recommendation of the concerned HoD for referring to IT Department.
- ii. The proposal of the Department should be presented by a senior officer not below the rank of Head of Office/Special Secretary/Commissioner/Director, who is handling the project.
- iii. An officer of appropriate seniority may accompany the aforesaid officer to explain technicalities in the project, if required.
- iv. All supporting documents in favour of the proposal should also be brought by the Department.

Note: Not adhering to the above instructions, may result in being returned to the concerned Department without any recommendations of TEC.

This issues with the prior approval of the Pr. Secretary(IT).



(Santulan Chaubey)
Joint Director (IT)

To,

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HODs, Government of NCT of Delhi

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Copy for information to:

1. All Secretaries to the Hon'ble Ministers, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary to Hon'ble Chief Minister, Delhi Secretariat, GNCTD
3. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
4. Website Incharge, for uploading on website of IT Department under the links 'What's New' and 'Downloads>Circulars/Orders>>TEC'